



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
**NORTHEAST REGION**  
**5 NORTH GATE ROAD**  
**FORT MONROE, VA 23651-1048**

**7 SEP 2006**

IMNE-MWD

MEMORANDUM FOR Fort Monroe, Ms. Karen Bowers, Lodging Manager, Armistead Hall – Building 80, Ingalls Road, Fort Monroe, VA 23651

SUBJECT: Delegation of Garrison Lodging Non-appropriated Funds Administrator Authority

1. Reference memorandum, CFSC-BPL, 22 March 04, subject: Implementation Instructions for Consolidation of Army Lodging Non-appropriated Funds.
2. Effective immediately, you are delegated legal and fiduciary responsibility for garrison Army Lodging non-appropriated fund (NAF) assets per AR 215-1 and DOD 7000.14. Specific limits and responsibilities are described below in paragraph 4, Special Instructions. Delegation of authority will remain in effect until officially rescinded. Operational control and supervision will remain with the garrison.
3. Authority. AR 215-1, Section II, Fund Managers.
4. Special Instructions.
  - a. The Installation Management Agency, Northeast Region Office (NERO) provides scope, authority, and jurisdiction for corporate oversight of the NERO Lodging Program.
  - b. You are delegated funds certification authority consistent with the NERO approved annual Army Lodging NAF operating budget, in accordance with policies and regulations for the use of Lodging NAF. Specific regional guidance will be included with the annual financial management instructions.
  - c. Further delegation of responsibilities is not authorized.

PETER CRAIG  
Assistant Army Lodging Single Fund  
Manager, Northeast Region